INVOICING AND REPORTING

Preparing Invoices

- Must be on letterhead
- Must include time period in which work was conducted (do not span across two fiscal years)
- Must include CDFA contract number
- Format must be consistent with the budget in your contract
- Must include in-kind for that period in one figure at the bottom of the invoice (\$0.00 if no in-kind was used)

Invoices Continued...

- Must be submitted MONTHLY to provide an accurate expenditure of funds
- If nothing has been spent during that month, please send an e-mail to both dmitchell@cdfa.ca.gov AND tlorick@cdfa.ca.gov that denotes no expenditures for the month
- Next Invoice Billing Period: 3rd Quarter, 2008/2009 ** 01/01/2009 – 03/31/2009

WMA Annual Reports

- 1. How many individuals attended WMA meetings at least once in 2009?
- 2. How many people your projects/programs reach?
- 3. In-Kind donations of services and resources.
- 4. Direct matches of money for WMA projects (both cash and other grants)
- 5. Number of weed populations eradicated (specify by species)
- 6. Number of net acres controlled (list acres per species worked on)

- 7. Number of gross acres of weeds surveyed (list acres per species worked on)
- 8. Describe project, progress, and highlight success (1-2 paragraphs)
- 9. Include good quality photos of your projects
- 10. Annual Report is DUE by February 15th, 2010

Note: Questions 1-3: an exact figure is best but a best-guess is acceptable

Additional Info:

- Send Base, Supplemental, and Research proposals separately
- DUE April 7th, 2009 by 5pm to cpirosko@cdfa.ca.gov
- If your Supplemental and/or Research proposal(s) is funded COMBINE with Base budget/work plan into a single proposal
- <u>Base Funding</u>: 2010 calendar year (1/1/10 12/31/10)
- Supplemental Funding: 2010/2011 calendar years (1/1/10 12/31/11)
- Budgets need to be broken down by Fiscal Year (July – June)
- DO NOT break budgets down by project (work plan only)
- New Mileage Reimbursement Rate: \$0.55/mile

FISCAL DISPLAY

Note: Each line item in this budget is calculated to the nearest dollar

Weedy RCD Member of Full of Weeds WMA

January 1st, 2010 – December 31st, 2011

Note: DO NOT BREAK DOWN Budget BY PROJECT.	FY 2009/10 (Jan 1, 2010-June 30, 2010)	FY 2010/11 (July 1, 2010-June 30, 2011)	FY 2011/12 (July 1, 2011-Dec 31, 2011)
Personnel Services	Each Cell to the		
	nearest Dollar!		
Staff Hydrologist, Permanent (225 hrs. @ \$33/hr.)	ФО 47F	ФО 47F	DO 475
(Note: this equals total for all fiscal years)	\$2,475	\$2,475	\$2,475
Weed Tech, Seasonal (150 hrs. @ \$12/hr.)	\$600	\$600	\$600
(Note: this equals total for all fiscal years)	¥	¥	Ŧ
Mapping Tech, seasonal (150 hrs. @ \$16/hr.)	\$800	\$800	\$800
Admin Assistant, Permanent (150 hrs. @ \$14/hr)	\$700	\$700	\$700
Subtotal Personnel Services	\$4,575	\$4,575	\$4,575
Operating Expenses			_
Equipment: ATV (75 hrs. @ \$10/hr.) '= \$750			
(Note: this equals total for all fiscal years)	\$250	\$250	\$250
Supplies: safety gear: coveralls, gloves, glasses, measuring	ΨΣΟ	ΨΖΟΟ	ΨΖΟΟ
cups, etc.' = \$1,764 (Note: this equals total for all fiscal			
years)	\$764	\$500	\$500
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Mileage: 4,218 miles @ 55 cents/mile (55 cents is the			
MAXIMUM CAN CLAIM, less is fine) = \$2,320 (total for all			
fiscal years)	\$773	\$773	\$774
Milestone Herbicide = 2.5 gallons @ \$302/gallon= \$755	\$755	\$0	\$0
Subtotal Operating Expenses	\$2,542	\$1,523	\$1,524
Contract Subtotal (Operating Expenses + Personnel Services)	\$7,117	\$6,098	\$6,099
Overhead @ 10%	\$712	\$610	\$610
GRAND TOTAL	\$7,829	\$6,708	\$6,709
Contract Grand Total:	\$21,245		